

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

SERVICE OF PROCESS ON A FOREIGN DEFENDANT
CHECKLIST

I. SERVICE OF PROCESS UNDER FRCP 4(f)(2)(C)(ii)

- ☐ Docket the *Affidavit Requesting Foreign Mailing*.
- ☐ Submit documents to the Clerk's Office.
 - ☐ One (1) copy of the *Affidavit Requesting Foreign Mailing*.
 - ☐ One (1) copy of the *Notice of Electronic Filing*.
 - ☐ One (1) copy of the *Return of Service Unexecuted* (if applicable).
 - ☐ One (1) copy of the summons and complaint (as well as any additional documents filed at the time the case was opened) for each defendant.
 - ☐ One (1) DHL document envelope for each defendant (if applicable).
 - ☐ One (1) DHL International Shipment Waybill for each defendant (if applicable).
- ☐ Mail package(s) (if applicable).
- ☐ Return the Receipt for Registered Mail to the Clerk's Office (if applicable).

II. SERVICE OF PROCESS UNDER 28 U.S.C. § 1608(a)(3)

- ☐ Docket the *Affidavit Requesting Foreign Mailing*.
- ☐ Submit documents to the Clerk's Office.
 - ☐ One (1) copy of the *Affidavit Requesting Foreign Mailing*.
 - ☐ One (1) copy of the *Notice of Electronic Filing*.
 - ☐ One (1) copy of the *Return of Service Unexecuted* (if applicable).
 - ☐ One (1) copy of the summons, complaint, notice of suit (as well as any additional documents filed at the time the case was opened), and translations of each for each addressee named in the request.
 - ☐ One (1) DHL document envelope for each addressee.
 - ☐ One (1) DHL International Shipment Waybill for each addressee.
- ☐ Mail package(s) (if applicable).
- ☐ Return the Receipt for Registered Mail to the Clerk's Office (if applicable).

III. SERVICE OF PROCESS UNDER 28 U.S.C. § 1608(a)(4)

- ☐ Docket the request for service via the U. S. Department of State.
- ☐ Submit documents to the Clerk's Office.
 - ☐ One (1) copy of the letter requesting service (including exhibits, if applicable).
 - ☐ One (1) copy of the *Notice of Electronic Filing*, confirming the ECF filing of the letter.
 - ☐ Proof of service unexecuted under 28 U.S.C. § 1608(a)(3), or other explanation/law as to why service should be attempted through the U.S. Department of State.
 - ☐ Two (2) copies each of the summons, complaint, notice of suit (as well as any additional documents filed at the time the case was opened), and translations of each for each defendant.
- ☐ Insert check for \$735.00 for payment of service fee to the U.S. Department of State into package/envelope.
- ☐ Mail package(s).
- ☐ Return the Certified Mail Receipt to the Clerk's Office.

IV. SERVICE OF PROCESS UNDER 28 U.S.C. § 1608(b)(3)(B)

- ☐ Docket the *Affidavit Requesting Foreign Mailing*.
- ☐ Submit documents to the Clerk's Office.
 - ☐ One (1) copy of the *Affidavit Requesting Foreign Mailing*.
 - ☐ One (1) copy of the *Notice of Electronic Filing*.
 - ☐ One (1) copy of the *Return of Service Unexecuted* (if applicable).
 - ☐ One (1) copy of the summons and complaint (as well as any additional documents filed at the time the case was opened), and translations of each for each addressee named in the request.
- ☐ Mail package(s) (if applicable).
- ☐ Return the Receipt for Registered Mail to the Clerk's Office (if applicable).